

Retention and Classification Report

Agency: Roy (Utah) (847)

Roy Municipal Building
5051 South 1900 West
Roy, UT 84067
801 774-1000

Records Officer Amy Mortenson

21814	Arrest reports
21813	Case reports
21811	Dispatch tape recordings
24943	Drug test negative results
24941	Drug test positive results
21816	Felony investigation case files
12333	Master road plan preliminary drawings

AGENCY: Roy (Utah)

SERIES: 21814

3

TITLE: Arrest reports

DATES: 1986-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These are forms used to report arrests made by the police department. They usually include complete information and description of person arrested, date, arrest time, arrest location, charges, description of offense, witnesses, victims, suspects, and name of officer(s) making arrest. Sometimes report is a multi-part form, with a copy sent to the county jail.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided not part of case file.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided not part of case file.

APPRAISAL:

AGENCY: Roy (Utah)

SERIES: 21814

TITLE: Arrest reports

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. Initial Contact Report (UCA 63G-2-301(2)(g) (2008))

AGENCY: Roy (Utah)

SERIES: 21813

3

TITLE: Case reports

DATES: 1965-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 12.00 cubic feet.

DESCRIPTION:

These are reports of crimes and other cases investigated by the police department. They contain all information as to the "who, what, where, why and how" of reported incidents. They are used for departmental information, follow-up investigation, and statistics. The Supplemental Continuation Reports are used to provide additional information concerning a police investigation. The reports are usually filed by case number and are frequently part of the case file. They are also called Incident Reports or Offense Reports.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy provided not part of case file.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 7.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy provided not part of case file.

APPRAISAL:

AGENCY: Roy (Utah)

SERIES: 21813

TITLE: Case reports

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Roy (Utah)

SERIES: 21811

3

TITLE: Dispatch tape recordings

DATES: 1986-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION:

Retain 30 days.

DISPOSITION:

Destroy provided questionable actions are transferred to cassette tapes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 30 days and then erase provided questionable actions are transferred to cassette tapes.

APPRAISAL:

AGENCY: Roy (Utah)

SERIES: 21811

TITLE: Dispatch tape recordings

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Roy (Utah)

SERIES: 24943

3

TITLE: Drug test negative results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION:

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which is found to be negative. The records contain the name, social security number, date, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 42.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Roy (Utah)

SERIES: 24943

TITLE: Drug test negative results

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302

AGENCY: Roy (Utah)

SERIES: 24941

3

TITLE: Drug test positive results

DATES: 1998-

ARRANGEMENT: Alphabetical by last name

ANNUAL ACCUMULATION:

DESCRIPTION:

This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, social security number, type of test, substance for which the medical facility tested and test results.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 41.

AUTHORIZED: 12/07/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

AGENCY: Roy (Utah)

SERIES: 24941

TITLE: Drug test positive results

(continued)

PRIMARY CLASSIFICATION:

Private

UCA 63G-2-302

AGENCY: Roy (Utah)

SERIES: 21816

3

TITLE: Felony investigation case files

DATES: 1986-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

These case files are created as a result of a felony complaint or investigation by the police department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officers' notes, latent fingerprints, pertinent laboratory tests, copies of booking sheets and arrest reports.

RETENTION:

Retain 5 years, after case closed.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 1.

AUTHORIZED: 05/18/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after case closed and then destroy.

APPRAISAL:

AGENCY: Roy (Utah)

SERIES: 21816

TITLE: Felony investigation case files

(continued)

PRIMARY CLASSIFICATION:

Protected

AGENCY: Roy (Utah)

SERIES: 12333

3

TITLE: Master road plan preliminary drawings

DATES: 1975-

ARRANGEMENT: numerical by drawing number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the engineer's preliminary drawings of Roy city's master road plan.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 23, Item 6.

AUTHORIZED: 06/24/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Master road plan provides a history of the development of roads.

AGENCY: Roy (Utah)

SERIES: 12333

TITLE: Master road plan preliminary drawings

(continued)

PRIMARY CLASSIFICATION:

Public